

ENROLMENT POLICY

1. BACKGROUND

This policy supports Melton Secondary College (MSC) to admit eligible students, based on availability of places. As a result of a significant number of families moving into the area and enrolment pressures, the college will follow the Department of Education and Training (DET) policy for the admission of students.

2. PURPOSE

This policy seeks to:

- 2.1 Establish clear guidelines for the placement of students wishing to enroll into the college.
- 2.2 Provide guidance about the eligibility of students to enroll at the college.
- 2.3 To explain Designated Neighborhood Area (DNA) placement of students.

3. GUIDING PRINCIPLES

- 3.1 Children of school age have the right to be admitted to their DNA government school at the beginning of the school year (or when relevant) unless an approved alternative placement has been arranged.
- 3.2 Ensure that school enrolment numbers are contained in order to maintain a productive learning environment within the limits of available resources.
- 3.3 Principals have the responsibility to ensure eligibility and approve the admission of individuals of compulsory school age.

4. IMPLEMENTATION

- 4.1 Students are eligible to enroll at Victorian government schools who are:
 - Under eighteen years of age as at 1 January of the year of enrolment
 - Eighteen years of age on or after 1 January of the year of enrolment, provided they are studying an accredited senior secondary course.
 - Nineteen at any time during the year of enrolment, provided they are completing an accredited senior secondary course in that year
 - Twenty years of age or over at any time during the year of enrolment, or 20 years of age if they are enrolled in a senior secondary course, outside a metropolitan area, and there is no other appropriate provider within 45 min travel time from the relevant school and online study is inappropriate.
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission>
- 4.2 Students have a right to placement at MSC where:
 - The student's permanent residential address makes MSC the closest school. This is measured by straight line from front entrance of the college to front door of the student's residence. Parents should check the school zone map at <http://melbourneschoolzones.com/schools>
- 4.3 Provided there is capacity, students may also be placed at MSC when the:
 - Student has a sibling currently enrolled at the college.
 - Parent believes that there are compassionate grounds, or a need to access specialized curriculum not offered by other schools. These grounds require evidence to be put to the Principal.

- 4.4 The college will accept applications for enrolment from students where the student has relocated to the MSC designated neighborhood area or:
- Has a sibling currently enrolled at the college.
 - Wishes to transfer at the start of Terms 1 or 3, on compassionate grounds, or to access a specific program.
 - Is an international student who has applied through the DET International Student Program.
- No guarantee can be made for access into specific subjects or courses for students entering the college after subject selection has occurred.

- 4.5 Applications for enrolment must be lodged with the college in the following manner:
- Students attending a government school in Year 6 wishing to be placed at MSC for the commencement of Year 7 the following year are required to complete the application process provided by their primary school.
 - Students attending non-government schools in Year 6 wishing to be placed into Year 7 at MSC the following year should apply directly to the college no later than May 31st each year.
 - Students wishing to apply for any other year level must apply directly to the college and provide proof of permanent residential address, birth certificate, current visa, school reports for the past two years and any other information relevant to the student’s health or learning.
 - Permanent residential address means that the student is residing with a parent or legal guardian endorsed by the Family Court of Australia.

- 4.6 Appeals may be lodged where:
- The college decides not to offer enrolment placement on one or more of the above grounds. In this case the parent must write a letter stating the reasons why the decision should be re-considered and lodge this with the Principal no later than 10 days following the receipt of the original decision from the college.

5. EVALUATION AND REVIEW

This policy will be reviewed every **four years**, or as necessitated by changes or developments which may be necessitated within the timeframe stated above.

6. REFERENCES

- <http://www.education.vic.gov.au/school/principals/participation/Pages/enrolment.aspx>
- <http://www.education.vic.gov.au/school/parents/secondary/Pages/enrol.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

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